

Letter of Recommendation for Internship Position

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am pleased to recommend [Intern's Name] for the internship position at [Nonprofit Organization Name]. As [his/her/their] [Professor/Mentor/Supervisor] at [Your Institution/Organization Name], I have had the privilege of witnessing [his/her/their] dedication, skills, and passion for nonprofit work.

During [his/her/their] time with us, [Intern's Name] demonstrated exceptional [skills/qualities] such as [list relevant skills or qualities]. [He/She/They] consistently went above and beyond on projects, particularly [describe a specific project or achievement], showcasing [his/her/their] ability to work collaboratively with a diverse group of people.

Moreover, [his/her/their] commitment to [mention a relevant cause or area related to the nonprofit sector] sets [him/her/them] apart. I am confident that [Intern's Name] will bring the same enthusiasm and dedication to [Nonprofit Organization Name] as [he/she/they] has shown here.

I wholeheartedly endorse [his/her/their] candidacy for this internship position. I believe [Intern's Name] will be a valuable asset to your team and will contribute positively to your organization's mission.

Thank you for considering this recommendation. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Title]

[Your Institution/Organization Name]